



High School and IHE Registration Overview



Participating in the Michigan e-Transcript Initiative will help ensure that public high schools and institutions of higher education (IHEs) may retain their federal stimulus dollars under the American Recovery and Reinvestment Act of 2009. Private high schools and independent IHEs are strongly encouraged to participate.

Registration

To register to become a **high school sender** of electronic transcripts:

1. Go to www.michigan.gov/cepi and click on the "e-Transcripts" blue tab at the left.
2. Click on the "High School" link within the registration box.
3. Click on the District registration link for the Michigan e-Transcript Initiative and search for your district name.
4. Provide primary e-Transcript contacts and other information.
5. Review and accept the Service Agreement.

To register to become an **IHE receiver** of electronic transcripts:

1. Go to www.michigan.gov/cepi and click on the "e-Transcripts" blue tab at the left.
2. Click on the "Postsecondary Receiver" link within the registration box.
3. Provide information for primary and backup contacts at your institution.
4. Choose the PDF format. Once registration is complete and validated by Docufide, you can go into your account Preferences and change your format and delivery methods to PESC XML, TS130 EDI or SFTP/WSDL auto delivery.
5. Begin receiving transcripts electronically.

To register to become an **IHE sender** of electronic transcripts:

1. Visit Docufide's [customer support page](#) and indicate the primary contact's name, title, phone number and e-mail address and the name of your institution's current student information system.
2. Docufide provides the primary contact a service agreement and an Excel form via e-mail.
3. Provide the necessary contact information on the Excel form and e-mail it back to Docufide.
4. Review and sign the service agreement. Fax or mail it back to Docufide.

If you need assistance during the registration process, please contact Docufide via their [customer support page](#).

Process

Below are the steps needed to become "live" with the Docufide Secure Transcript™ sending service upon completion of the registration:

1. Install the Docufide software on the computer(s) which processes the transcripts.
2. High schools only: Include the student Unique Identification Code (UIC), building code and district code (labeled as UIC, BCODE and DCODE, respectively)
3. Send Docufide test transcripts using the software.
4. Have staff members who will process transcripts attend an online training.
5. Place the Docufide provided e-Transcript link onto your Web site.

If you need assistance with any of these steps, please contact Docufide via their [customer support page](#).

Docufide Online Training

Webinar	Purpose
Implementation support call	Informs school staff such as administrators, business officers, curriculum directors, secretaries, guidance counselors and registrars how to implement e-Transcripts at the school and transition from paper-based to electronic transcripts. This webinar also discusses next steps and what to expect, which is a great opportunity to get your questions and/or concerns addressed prior to installing the software. This webinar runs for 30 minutes and staff members are strongly encouraged to attend. Sessions are offered on Mondays at 2:00 p.m. EST and Wednesdays at 11:00 a.m. EST. Please contact Docufide via their customer support page to schedule this training session.
Standard Secure Transcript Training	<ul style="list-style-type: none">• Docufide Sign-in• Approve Transcript Requests and "Print" to the Docufide Printer• View Reports• Manage School Profile, Sender Preferences and Administrators• Help/Frequently Asked Questions and Contacting Docufide• Welcome Kit• Online Training Library <p>This session is approximately 60 minutes long and is required before your school can go "live." Sessions are offered multiple times per week and each staff member can choose the date/time that works best for him or her. Please contact Docufide via their customer support page to schedule this training session.</p>
Advanced Secure Transcript	<ul style="list-style-type: none">• Student Details Screen• Docufide Web Upload

Training	<ul style="list-style-type: none"> • Sending Admissions Documents (e.g., letters of recommendation) • Advanced Reporting • Common Application Integration • Student Registration and Requests • Electronic Secondary School Reports (eSSR) • Fee Waivers <p>The Advanced Secure Transcript Training discusses topics beyond those covered in the Standard Secure Transcript Training. This session is optional and lasts approximately 90 minutes. Please contact Docufide via their customer support page to schedule this training session.</p>
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Reading the Status Report

The status report contains one report for high schools and one for IHEs. The high school registration status report contains the progress of all 9th-12th grade entities for every district and every building for the Michigan e-Transcript Initiative and is divided into fifteen columns:

Column	Column Definitions
Entity ID	The official entity identification code assigned by Docufide.
District Code	The official five-digit district code as it appears in the Educational Entity Master (EEM).
District Official Name	This is the alphabetical listing of the official district name as it appears in the EEM.
Building Code	The official five-digit entity code as it appears in the EEM.
Entity Official Name	This is the listing of the official entity name as it appears in the EEM.
Entity Type Name	The official type of entity (public or private) as it appears in the EEM.
Main Street	This is the listing of the official physical address as it appears in the EEM.
Main City	This is the listing of the official city as it appears in the EEM.
District Registered	This indicates if the district level registration with Docufide to become a sender of electronic transcripts is complete.
Building Registered	This indicates if the building level registration with Docufide to become a sender of electronic transcripts is complete.
Contract Received	This indicates if the signing of the contract with Docufide to become a sender of electronic transcripts is complete.
Status	<p>This is the entity's current e-Transcript status, divided into eight categories:</p> <ul style="list-style-type: none"> • Installing • Non-compliant • Non-compliant (format) • Non-compliant (installing)

Column	Column Definitions
	<ul style="list-style-type: none"> • Unresponsive • Pending Live • Live • Exempt
SIS	The student information system (SIS) the entity uses.
Phase	<p>During registration, a high school staff member selected one of four timeline phases to complete this work:</p> <ul style="list-style-type: none"> • <u>1</u> = December 1, 2009 – February 28, 2010 • <u>2</u> = March 1, 2010 – May 31, 2010 • <u>3</u> = June 1, 2010 – August 31, 2010 • <u>4</u> = September 1, 2010 – November 30, 2010
Status Definition	<p>This is the definition of the school's current e-Transcript status.</p> <ul style="list-style-type: none"> • <u>Installing</u> = The school received the installation instructions, is currently installing the software and sending test transcripts. • <u>Non-compliant</u> = The school has not finished the registration. • <u>Non-compliant (format)</u> = The test transcripts are missing the Unique Identification Code, building code and/or district code, labeled as UIC, BCODE and DCODE, respectively. The school has been notified of these missing fields and Docufide is awaiting new test files to be sent. • <u>Non-compliant (installing)</u> = The school is still working to complete this requirement, but has not become "live" with the service. • <u>Unresponsive</u> = Docufide has contacted the school to inquire about a lack of progress and has not received a response. • <u>Pending Live</u> = The school has completed all steps and is waiting for the completion of the parse template. • <u>Live</u> = The school has completed the software installation and the transcripts contain the three required fields. The staff members at the school who will process transcripts attended the online training. The school is able to send electronic transcripts. • <u>Exempt</u> = The only public high schools which are exempt from participating are those which do not process transcripts (e.g., intermediate school district school, alternative/adult education school, etc.). A school is placed into this status when Docufide is notified by the school that it does not have transcripts.

The IHE registration status report contains the progress of all IHE entities in the state for the Michigan e-Transcript Initiative and is divided into six columns:

Column	Column Definitions
Entity Code	The official five-digit entity code as it appears in the Educational Entity Master (EEM).
Entity Official Name	This is the alphabetical listing of the official entity name as it appears in the EEM. Four-year universities appear first, followed by community colleges and then independent institutions.
STARR Contract Signed	The Student Transcript and Academic Record Repository (STARR) is the means for collecting student-level postsecondary data to make a P-20 education data connection. Institutions signing the STARR contract will be sending data to the STARR.
Docufide Electronic Transcript Receiver	The institution is ready to receive Docufide electronic transcripts.
eSSR	The IHE converted their paper-based secondary school report into an electronic secondary school report (eSSR). This report can be completed through Docufide's Secure Transcript system by high school counselors.
Docufide Electronic Transcript Sender	The institution has registered to become a sender of electronic transcripts via the Docufide Secure Transcript system.